

## **MSL-1 INSTRUCTIONS**

- 1. Verify for accuracy and correct spelling.
- 2. WHERE TO FILE:

**Insurance Liens** are to be filed in the office of the Register of Deeds of the county or counties in which the property is located. **Repairman's Liens** are to be filed in the office of the Register of Deeds of the county in which the owner or legal

**Repairman's Liens** are to be filed in the office of the Register of Deeds of the county in which the owner or legal possessor of the property resides.

3. Refer to the User's Guide for further information. The Guide may be purchased from the Secretary of State's office.

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## The following letters correspond to the lettered sections on the front of this form.

**INSERT LIEN TYPE:** One of the above listed lien types must be inserted above the fee instructions.

- A. FILING FEE INSTRUCTIONS: Clients may request to be billed for services. Upon approval a customer number is provided. This number needs to be typed on the form for accurate billing processing. Without a customer number, all fees must be paid at the time of filing.
- B. FILE IN: Statutory lien index only.
- C. NAME OF DEBTOR: List the name, complete mailing name of child support obligator, address, and social security number or tax identification number for whom services were furnished or goods sold or name of child support obligator. For a business begin with the first word or character not an article or punctuation mark. If an individual, enter last name, first name and middle name.
- D. NAME OF LIEN HOLDER: List the name, mailing address, social security number or tax identification number and telephone number of the person supplying the services or goods.
- E. STATEMENT OF LIEN: State amount agreed to or reasonable value of goods or services provided for repairman's lien, unpaid earned premium for insurance premium lien, or past due for child support and date the sale was made or services rendered if applicable. Insert services and or goods provided, if any.
- F. DESCRIPTION: Describe property on which a lien is claimed. Include the quantity subject to the lien, if known. Describe make, model designation, and serial number including identification or registration number if any.
- G. CONTACT PERSON: In order to facilitate the expediting of the filing, provide the name of the appropriate contact person with a telephone number.
- H. SIGNATURES AND NOTARIZATION: Have the person sign before a notary public. Type below the signature line the name of the individual, and if signing on behalf of a company, the individual's position with the company and the name of the company. If filing an Insurance Premium Lien or Repairman's lien, the person signing on his own behalf or on behalf of a company must sign before a notary public.

## FEES:

1.	Filing Miscellaneous Lien Index	\$15.00
2.	Non-Standard Filing/Termination	\$20.00
3.	Additional attachments per typed page	\$ 1.00